



About the Course : **Advanced Excel**

Become more productive and self-reliant by mastering the world's most popular productivity tool!

A recent study identified that almost 750million people worldwide use MExcel but most are just scratching at the surface of what Excel can do for them in business.

Many people think of MExcel as a sophisticated “number crunching “program to be used mainly by financial departments to show figures and by Others to simply keep records .In truth, MExcel is a powerful business tool that should be used by every person in an organisation to store, analyse and present data in order to make better business and managerial decisions.

This 4-day“Excelling at MS Excel” course will grow your knowledge of the programme exponentially, introducing you to new ways of using the program and teaching you the skills needed to organise, calculate, evaluate and find data quickly and efficiently. You will cover correct ways to set up and link spreadsheets and discover how to use “built” in specialist capabilities such as Functions, Macros, Pivot Tables and Data Validation tools that we all know exist, but don’t really know how to effectively use.

We guarantee that if you attend this programme, you will go back and redesign your spreadsheets, making them more efficient and effective as a business tool to support your role in the organisation, allowing you to do more in less time, with Excel, than you ever have in the past.

Our 4day “Excelling at MS Excel ”training course will help you to unlock the full potential of one of the most powerful business tools at your disposal- helping you to stand out from your colleagues, improving the quality of your analysis and decisions and assisting in your own professional development.

What can you expect to learn

- Re capping some of the important MS Excel Skills needed to capture and prepare your data correctly for more advanced analysis
- Learning to design high-quality spread sheets with data laid out and listed intelligently and usefully
- Discovering some key MSEXcel functions you did not know about that will enhance your ability to perform data manipulation and automate your day-to-day tasks
- Working with advanced Excel MATCH and INDEX functions to better analyse your data and extract the information you are looking for
- Understanding the fuss about PivotTables–Using these to rapidly summarise large amounts of data into easy-to-read and export reports you can use to inform your managers and colleagues
- Incorporating “Spark Lines” into your PivotTables to show case data trends such as Sales lactations, increased Marketing ROI or decreasing suppliers costs
- Uncovering some amazingly powerful shortcuts that can help you navigate around complex spreadsheets, many of which can be used across the entire MS Office suite of programmes

Course Programme-Training Outcomes

A Look at the Key MS Excel Skills you need to Master

Working with Formulae to make tedious tasks more efficient

- Understanding how Formulas are reconstructed
- Creating and Copying Formulas across cells
- Assigning Absolute References to Formulas
- Defining and working with 3-D Formulas
- Using Formula-Auditing tools to track down errors
- Understanding and Correcting Common Formula Errors while you work
- Introducing the MS Excel Watch Window

Using Conditional Formatting to highlight the most important data

- Introducing the Conditional Formatting options that you have available
- Using Conditional Formatting to better analyse your data

Creating charts to showcase data in a visually appealing way

- Creating attractive and effective charts
- Understanding the terminology used to describe Chart Objects
- Identifying the best chart for your data

Unlock the full potential of MS Excel's Data Analysis capabilities

Working with Data quickly and efficiently

- Sorting Data to make it easily manageable
- Sub totalling Data quickly and easily
- Filtering Data so that you see only what you want to see

Utilising Data Validation to prevent spreadsheet errors

- Using Data Validation to ensure your workbooks are accurate and consistent
- Defining Data Validation rules
- Understanding the various Data Validation options
- Implementing Data Validation with custom formulas
- Adding Data Validation through the use of a simple dropdown menu

Creating Functional Macros to automate repetitive tasks

- Automating lengthy or frequently performed tasks using Macros
- Learning how to record Macros to make the process simpler

Course Programme – Training Outcomes

Make working with Formulas & Functions your bread and butter

Making your spreadsheets user-friendly

- Using Data Consolidation Tools to make your sheets presentable and user-friendly
- Understanding how to use Conditional Formatting to visually analyse data, detect critical issues and identify patterns and trends
- Protecting your workbooks to prevent users from editing, overwriting, moving or deleting important data
- Identifying important tools for Managing and Preparing your data

Building basic functions to improve your efficiency

- Learning how to use Text Functions to enable you to better work with text strings
- Learning to build stand-alone logical IF functions, and making them more complex by nesting AND and OR with- in them
- Understanding the essential Statistical and Mathematical functions
- Examining how the Date and Time functions work, as well as looking at the Financial PMT function

Enhancing your Formula Knowledge to make you an MS Excel “Super user”

- Using VLOOKUP to cross reference between different data sets
- Understanding how the MATCH Function works
- Creating and updating external links, and discussing what the potential dangers are
- Looking at some bonus functions that will make you more efficient

Get the most out of MS Excel’s most powerful feature-pivot tables

Understanding Pivot Tables and what they can do for you

- Why use a Pivot Table?
- Understanding the Concept and Layout options
- Creating a Pivot Table Report
- Working with fields in the PivotTable

Learning the basics of Building and Formatting a Pivot Table

- Preparing your Pivot Table Source Data
- Understanding the variety of style options available in the Design Tab
- Working with Fields and Field Settings
- Creating calculated items and calculated fields, as well as adjusting their order, editing and deleting them

Course Programme-Training Outcomes

Working with your pivot Table to create easy-to-read reports

- Introducing the various ways in which you can sort your data
- Identifying the variety of filter options that are available, from value filters to slicers
- Consolidating multiple worksheets into one Pivot Table report
- Examining the Data Consolidation options you have available

Using Pivot Charts and Spark lines to identify trends

- Introducing Pivot Chart terminology
- Understanding the difference and similarities between pivot Charts and Regular Charts
- Using Spark lines to show data trends
- Creating and editing Spark lines

Analysing External Data using Pivot Tables

- Connecting to an External Data Source to create a Pivot Table or PivotChart
- Updating Data in your PivotTable
- Automatically Refreshing your Pivot Table